

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
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MEMORANDUM FOR STATE EXECUTIVE OFFICERS
Northeast Region

For your information there are quoted below Regulations of the Department of Agriculture regarding the recordation of non-expendable and semi-expendable property:

"4311. Bureau Records. - A complete and accurate record of all bureau accountable property shall be kept in each bureau by an employee or employees designated by the chief of the bureau. The records of all classes of property will be supported by receipts of the employees to whom articles have been issued. * * *

Each State Executive Officer is charged with the responsibility for articles of non- and semi-expendable property located in the State and County Offices belonging to the Agricultural Adjustment Administration.

In this connection, you have already received Property and Supply "Memorandum Receipt" Form No. 2, in duplicate or in triplicate, which has been prepared for your signature, charging you with certain articles of non-expendable property. The Property and Supply Section, through this office, will continue to forward this form in triplicate, or if the equipment is for the Aerial Photography Program in quadruplicate, to you at the time property covered thereby is delivered. You, or your designated agent, will sign the original and return it to this office, together with one, or in the case of aerial photography equipment, two carbon copies.

To aid each State Executive Officer in maintaining a current record of property items for which he is responsible, the following system of records is prescribed:

1. Establish a card index, using ECR-NER Office Form 45. Cards should be prepared for each item bearing a description of the article, the divisional (N.E.) requisition number, the identification number, the cost and the date the item was received in your office. (The first two entries may, in all cases, be obtained from copies of Form P&S-17, divisional, or Form AD-14, bureau, requisitions. Identification numbers for non-expendable property may be the serial numbers indicated on mechanical equipment, Agricultural Adjustment Administration identification labels forwarded by the Property Section to be placed on desks, filing sections, chairs, tables, etc., or the divisional reference numbers forwarded by this office for small items of equipment purchased for the aerial photography program. Numbers are not

furnished for small items of non-expendable equipment forwarded to the State Offices under the 0500 Project. Project symbols are shown on all divisional and bureau requisitions. The purchase prices appear on No. 5 copies of Form AD-14 requisitions. (In cases where items are furnished from surplus stock or are made in mechanical shops in Washington, the costs will be forwarded to you by this office as soon as available.) For the purpose of maintaining a cross-reference, an entry on this card may be made at the time of the delivery of the article, of the name of the employee charged with the item, his designation, headquarters, and the date of delivery. These cards should be filed in alphabetical order by item.

2. A memorandum receipt in quadruplicate shall be prepared in the State Office on ECR-NER Office Form 52, bearing a description of the article, the identification number, the divisional requisition number, the cost, the date the article was charged out, a blank for the date of return, the name of the employee, his designation and headquarters. Only the original of this form need be signed by the employee. The original and one copy of the receipt should be kept on file in the State Office, one copy should be given to the person charged with the equipment and one copy should be forwarded to this office.
3. (a) Upon return of the property to the State Office, an entry shall be made on the original and carbon copy of the ECR-NER Office Form 52 on file in the State Office indicating the date the article was returned and, if applicable, in the Remarks column on ECR-NER Office Form 45, an entry shall be made regarding the condition of the property.
(b) Upon return of any article by the employee to whom charged, the original signed receipt on ECR-NER Office Form 52 shall be returned to him. The copy of such ECR-NER Office Form 52 shall be forwarded to this office in order that we may clear our records.
(c) If the property has become lost or destroyed without negligence on the part of the employee a report shall be filled in on Form AD-20 "P.C. Voucher" by the responsible officer as soon as he or she is aware of the occurrence. If equipment has become destroyed by fire, in addition to the report a statement should be secured from the Chief of the Fire Department or, if stolen, the statement in addition to the report should be secured from the Chief of Police.
(d) In case of equipment which has become lost, damaged, destroyed or stolen through negligence on the part of the employee, or has been appropriated by the employee, steps should be taken to secure a certified check or money order to cover the full cost of article or articles involved. For your information, the General Accounting Office does not recognize the reduced value

of an article through depreciation. Checks and money orders should be made payable to the Treasurer of the United States and mailed direct to this office along with your report submitted on Form AD-20 (P.C. Voucher).

Noted below are the regulations of the United States Department of Agriculture regarding property appropriated for personal use:

"4217. Property Appropriated for Personal Use. - If any article of Department property is appropriated for his own use by an employee of the Department, the chief of bureau will immediately take steps to recover the property or its value from the employee. Any moneys which may be so recovered shall be promptly transmitted through the proper bureau officials to the chief disbursing officer of the Treasury Department for deposit in the Treasury to the credit of Miscellaneous Receipts in accordance with existing regulations. Pending such recovery, the chief of bureau should withhold any moneys due or which may become due to the employee involved, and should also report the circumstances of the case to the Secretary for proper disciplinary or other action."

4. (a) Before separation from the service is accomplished of either a per diem employee or a formal appointee, including State committeemen, or before extended leave without pay is granted an employee, or before an employee is placed on furlough without pay, it must be determined that all items of semi- or non-expendable property charged to him have been accounted for and/or returned to the State Office. In this connection, it is requested that this determination be made by the State Executive Officer before certifying final payment for services on Form No. AAA-22, "Temporary Service Certificate", or before approving any extended leave.
- (b) Upon the death in service of a per diem employee or a formal appointee, every effort should be made to recover any property charged to him, and this office should be advised of the facts.
- (c) When an employee with headquarters in the field, other than at the State Office, is recalled or leaves the service, and another employee is assigned to take his place, it may not always be feasible to have the property physically returned to the State Office and reassigned. In any such case, the employee being relieved may be requested by the State Office to effect the transfer of property to the employee relieving him, in the following manner:

The State Office shall furnish the relieving officer a supply of ECR-NER Office Form 52, in order that he may effect the transfer of the equipment. The relieving

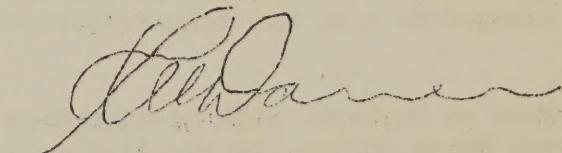
officer shall execute an original and four copies of this form, listing the description and the reference number of each of the items of equipment released to him by the transferor. The original and one copy of the form shall be signed by the relieving officer and given to the transferor. The transferor shall retain the copy of ECR-NER Office Form 52, and shall forward the original of the form to the State Office, in order to clear his charge. The relieving officer shall retain one of the copies and shall forward the two remaining copies of ECR-NER Office Form 52 to the State Office.

Upon receipt of the original and two copies in the State Office, the original and one copy shall be retained for filing purposes, and the remaining copy shall be forwarded to this office. The State Office shall relieve the transferor of responsibility for the equipment, as set forth in paragraphs 3(a) and (b), and shall re-charge the equipment to the relieving officer.

There are attached samples of the equipment record form, ECR-NER Office Form 45, "Memorandum Receipt", ECR-NER Office Form 52, and PC Voucher form AD-20. These will be printed in Washington and supplied from this office upon request from you, indicating the quantity required.

Upon adoption of the above procedure, it will no longer be necessary to submit supplementary reports of aerial photography equipment, which have heretofore been required bi-monthly. However, it will be necessary to continue the regular semi-annual inventory reports of all semi- and non-expendable property of the Agricultural Adjustment Administration charged to you.

For your information, there is attached a list of the various items of semi-expendable and non-expendable equipment. You will be advised of any changes in this list.



F. W. Darner,
Sr. Administrative Officer,
Northeast Division.

| Non-Expendable Items | Semi-Expendable Items | Non-Expendable Items | Semi-Expendable Items |
|---------------------------|--------------------------|-------------------------|--------------------------|
| Addressographs | | Machines: | |
| Alidades | | Adding | |
| Barometers | | Calculating | |
| Bookcases | Binders | Dictation | |
| Brief Cases | | Drafting | |
| Cabinets: | | Duplicating (ditto) | |
| Stationery | | Erasing | |
| Storage | | Numbering | |
| Etc. | | Typewriting | |
| Cases: | | Etc. | |
| Map filing | | Mimeographs | |
| Transfer | | Mimeoscopes | |
| Leather, | | Panels: | |
| Etc. | | Sections | |
| Chains | | Cabinet | |
| Chairs | | Pantographs | |
| Clocks | Clip boards | | Pencil sharpener |
| Compass, beam | Compass, bar | Pens: | |
| Coolers, water | | Bow | |
| Copy holders | | Contour | |
| Costumers | | Detail | |
| Desks, all types | | Fountain | |
| Dispensers: | | Payzant | |
| Cup, | | Perforators (punches) | |
| Soap | | Planimeters | |
| Dividers, proportional | | | Plumb bobs |
| Fans, electric | | Prickers | |
| Filing furniture, general | | Protractors | |
| Fixtures, display | | Receptacles | |
| Frames | | (Waste Baskets) | |
| French Curves | | Rods, stadia | |
| Handle, knife | Glasses, magnifying | Rules, slide | |
| Holders: | Blades for handle | Rulers | |
| Copy, | | Scales: | |
| Card, | | Engineer's | |
| Chart, | | Weighing | |
| Wrapping paper | | Screens, all types | |
| Inkstands, draftsman's | Index, telephone | Scribers, LeRoy | |
| Instruments, drawing | Inkstands, office | Shears, office | |
| Kits, repair | Inkwells | Stands: | |
| Lamps, electric | | Typewriter | |
| Lettering Sets | | Telephone and | |
| Levels | | other types | |
| | | Stereoscopes | |
| | | | Stone, oil |
| | | Stools | |
| | | Straightedges | |
| | | Tables | |
| | | Tapes: | |
| | | Steel, | |
| | | Chain, | |
| | | Wire, | |
| | | Etc. | |

Non-Expendable
Items

Semi-Expendable
Items

Non-Expendable
Items

Semi-Expendable
Items

Tools
Transits
Trays, desk
Triangles, drawing
Trimmers; print,
drop knife
Tripods
T-Squares
Wheels, measuring
Wringers, mop with bucket